

TIMELINE			
START DATE	END DATE	ACTIVITY OR TASK DETAILS	
12/10/2026	12/10/2026	Initiate ADHD virtual assistance - application review and immediate budget allocation to individual pots. Timeline of project to be given to the VA, and project management tasks allocated between us. Define the activities involved in the set milestones, and set them week by week.	
12/10/2026	12/10/2026	Initiate studio assistant, and familiarise them with the timeline of projects to be fabricated at home studio, and what they will be required to help me with. Go over health and safety, and complete insurance paperwork and NDA. Book the preceding months sessions with them, and define the best practices for working with me and my disabilities.	
16/10/2026	16/10/2026	Meet with mentor to go over the project, my plan, and have the first crit of the sculpture work plans. Book next month mentor follow-up session.	
19/10/2026	19/10/2026	First sculpture project start : 'Prey, You Monstrous Thing' ; purchase all materials as laid out in budget for this sculpture. Go over plan and projected timeline with assistant. Give project detail pack to ass't.	
20/10/2026	20/10/2026	Initiate first welding commission and pay fees. Deliver materials to artist and review drawings and measurements. Arrange commission check ins with artist.	
21/10/2026	21/10/2026	Build mould for body of 'Prey' - silicone - with assistant	
23/10/2026	23/10/2026	Build fibre glass shell with ass't.	
24/10/2026	25/10/2026	Separate and clean mould	
27/10/2026	28/10/2026	Plaster layers in sections in preparation for pouring	

02/11/2026	02/11/2026	Creating hair piece	
02/11/2026	02/11/2026	Mid way review with ADHD VA. track time and spending and record against initial plan. Adjust and review with their help if necessary.	ADHD V.A.
03/11/2026	03/11/2026	Creating thread and jewel piece.	
04/11/2026	04/11/2026	Plaster pour with ass't.	
06/11/2026	06/11/2026	Take delivery of sculptures welded frame from commissioned artist	
09/11/2026	13/11/2026	Week testing and fixing all parts , constructing the sculpture and documenting. This information will be used to create the construction and packing guidance for the installation team. Once photographed, pack all pieces securely for storage. Help from ass't. For this week	
09/11/2026	13/11/2026	Photographer to do 1 hour BTS session	
16/11/2026	16/11/2026	Meeting with mentor: project review and crit.	MENTOR
16/11/2026	16/11/2026	Meeting with ADHD VA: project review, hand off of my documentation and notes to be written up. Review the budget that was allocated, and the final cost. Submit all invoices and receipts for logging accounts. Request a write up of this session for 20/11/2026. Present next sculpture project, timeline plan and budget. Plan next session to review.	ADHD V.A.

23/11/2026	23/11/2026	Second sculpture project start : 'Lilith ' ; purchase all materials as laid out in budget for this sculpture. Go over plan and projected timeline with assistant. Give project detail pack to ass't.	
24/11/2026	24/11/2026	Initiate second welding commission and pay fees. Deliver materials to artist and review drawings and measurements. Arrange delivery once completed	
25/11/2026	28/11/2026	Build sculpture body cage in cane, help from ass't.	
25/11/2026	28/11/2026	Initiate seamstree commission and pay fees. Deliver materials to artist and review drawings and measurements. Arrange delivery once completed	
30/11/2026	30/11/2026	Take delivery of welded sculpture frame	
01/12/2026	03/12/2026	Make up chains with pearls and eye pins	
03/12/2026	03/12/2026	Cast the cherub jewellery findings in pewter x 40	
04/12/2026	04/12/2026	Attach cherub castings to eye pins to complete sculpture chain mail	
08/12/2026	08/12/2026	Team of 3 assistants to take mould of my face in silicone	
08/12/2026	08/12/2026	Photographer to do 1 hour BTS session	

09/12/2026	09/12/2026	Clean up cast and pour plaster for face mould to attach to Lilith steel frame on construction stage	
11/12/2026		Clean up the plaster cast and prep for attachment as above	
11/12/2026		Mid way review with ADHD VA. track time and spending and record against initial plan. Adjust and review with their help if necessary.	ADHD.V.A
14/12/2026		Take mould of hand and foot with help from ass't. Clean up once cured	
16/12/2026		Cast hand and foot in plaster	
18/12/2026		Clean up the plaster casts and prep for attachment	
19/12/2026		Document and securely pack away for storage.	
04/01/2027	09/01/2027	Week testing and fixing all parts , constructing the sculpture and documenting. This information will be used to create the construction and packing guidance for the installation team. Once photographed, pack all pieces securely for storage. Help from ass't. For this week	
11/01/2027	11/01/2027	Meeting with mentor: project review and crit.	MENTOR

12/01/2027	12/01/2027	Meeting with ADHD VA: project review, hand off of my documentation and notes to be written up. Review the budget that was allocated, and the final cost. Submit all invoices and receipts for logging accounts. Request a write up of this session. Present next sculpture project, timeline plan and budget. Plan next session to review. Update contact lists and identify new connections and identify and implement avenues of network development.	ADHD V.A.
14/01/2027	15/01/2027	Networking Show/opening trip inc Hotel re access. + networking assistant	
18/01/2027	18/01/2027	Third sculpture project start : 'mothers milk ' ; purchase all materials as laid out in budget for this sculpture. Go over plan and projected timeline with assistant. Give project detail pack to ass't.	
19/01/2027	19/01/2027	Initiate third welding commission and pay fees. Deliver materials to artist and review drawings and measurements. Arrange delivery once completed	
20/01/2027	23/01/2027	Build mould for body of deer legs - silicone - with assistant + leave to cure	
23/01/2027	25/01/2027	Build fibre glass shell with ass't. + leave to cure	
25/01/2027	25/01/2027	Separate and clean mould	
25/01/2027	25/01/2027	Plaster layers in sections in preparation for pouring	
26/01/2027	29/01/2027	Pour 1st leg + leave to cure	

28/01/2027	29/01/2027	Networking Show/opening trip inc Hotel re access. + networking assistant	
29/01/2027	29/01/2027	Plaster layers in sections in preparation for 2nd leg pouring	
29/01/2027	01/04/2027	Initiate Social Media Manager - Layout plan and goals, including three month run up to exhibition plan. Timeline of project to be given, and project management tasks allocated between us. Define the activities involved in the set milestones, and set them in 2 weeks segments. this stage of SMM is 8 hour sessions each month	SM
30/01/2027	02/02/2027	Pour 2nd leg + leave to cure	
02/02/2027	02/02/2027	Plaster layers in sections in preparation for 3rd leg pouring	
03/02/2027	05/02/2027	Pour 3rd leg + leave to cure	
04/02/2027	04/02/2027	Take delivery of welded frame sculpture	
08/02/2027	08/02/2027	Hang cured deer legs to the steel frame	
09/02/2027	09/02/2027	Photographer to do 1 hour BTS session	BTS PHOTO
10/02/2027	10/02/2027	Mid way review with ADHD VA. track time and spending and record against initial plan. Adjust and review with their help if necessary. Update contact lists and identify new connections and identify and implement avenues of network development.	ADHD V.A.

FEBRUARY		CONTACT DEAD WAX & BEER HATCH ABOUT BOOKING THEM FOR THE OPENING NIGHT OF EXHIBITION.	
FEBRUARY		CONTACT MERCHANTS ABOUT 2 WEEK POP UP COFFEE HATCH AT EXHIBITION	
FEBRUARY		CALL OUT FOR INVIGILATORS - university, OUT POST + city	
february	february	Networking Show/opening trip inc Hotel re access. + networking assistant	
11/02/2027	11/02/2027	Take a second cast from the mould of my head (full head) - embed steel hook system	
12/02/2027	13/02/2027	Take a mould of the taxidermy fawn in clay. Allow to dry leather hard	
13/02/2027	14/02/2027	Place on top of leg structure, and manipulate to form to the bumps of the legs, leave to harden further then remove	
14/02/2027	17/02/2027	Take clear resin cast of fawn mould. 3 layers over 3 days	
17/02/2027	20/02/2027	Repeat clear resin cast of fawn mould. 3 layers over 3 days	
20/02/2027	20/02/2027	Fix the water pump into the sculpture fountain base and head	

20/02/2027	20/02/2027	Attach black hair to head. Attach chain rigging	
08/02/2027	22/02/2027	Test sculpture fountain mechanics in situ. Documentation of all steps across these build and securing stages. Photography and step by step guidance building. Once complete secure and pack into storage. Document this also to include in the final construction and packing guide. Help from ass't.	
23/02/2027	23/02/2027	Meeting with mentor: project review and crit.	Mentor
24/02/2027	24/02/2027	Meeting with ADHD VA: project review, hand off of my documentation and notes to be written up. Review the budget that was allocated, and the final cost. Submit all invoices and receipts for logging accounts. Request a write up of this session. Present next sculpture project, timeline plan and budget. Plan next session to review. Update contact lists and identify new connections and identify and implement avenues of network development.	ADHD V.A.
28/02/2027	28/02/2027	Review meeting. Look at past month statistics. Define areas for reach improvement. Record trends and active interactions. Identify warm network leads. Contact individually. What will we do to drive exposure in line with marketing plan for exhibition run up?	SM
february	february	Networking Show/opening trip inc Hotel re access. + networking assistant	
01/03/2027	01/03/2027	Fourth sculpture project start : 'self soothe ' ; purchase all materials as laid out in budget for this sculpture. Go over plan and projected timeline with assistant. Give project detail pack to ass't.	
02/03/2027	02/03/2027	Initiate fourth welding commission and pay fees. Deliver materials to artist and review drawings and measurements. Arrange delivery once completed	
03/03/2027	03/03/2027	Take moulds of the found objects in silicone	

04/03/2027	04/03/2027	Build fibre glass shell with ass't. + leave to cure	
05/03/2027	05/03/2027	Separate and clean moulds ready for casting	
06/03/2027	06/03/2027	Plaster layers + quadaxial in each mould shell + leave to cure for pouring.	
08/03/2027	08/03/2027	Pour plaster casts	
march	march	Networking Show/opening trip inc Hotel re access. + networking assistant	
12/03/2027	12/03/2027	Take delivery of welded frame sculpture	
12/03/2027	12/03/2027	Hang cured casts onto welded sculpture frame	
13/02/2027	13/03/2027	Photographer to do 1 hour BTS session	BTS PHOTO
13/02/2027	13/02/2027	Documentation of all steps across these build and securing stages. Photography and step by step guidance building. Once complete secure and pack into storage. Document this also to include in the final construction and packing guide. Help from ass't.	
15/03/2027	15/03/2027	Meeting with mentor: project review and crit.	Mentor
16/03/2027	16/03/2027	Meeting with ADHD VA: project review, hand off of my documentation and notes to be written up. Review the budget that was allocated, and the final cost. Submit all invoices and receipts for logging accounts. Request a write up of this session. Present next sculpture project, timeline plan and budget. Plan next session to review. Email pack to all involved with details of onsite meeting on the 5th April.	ADHD V.A.

17/03/2027	31/03/2027	Research break. Write up, review, locate networking opportunities for openings and shows etc. networking sessions across London and Manchester in this period, connecting to local emerging artists and makers.	
March 1	March 1	Networking Show/opening trip inc Hotel re access. + networking assistant	
March 2	March 2	Networking Show/opening trip inc Hotel re access. + networking assistant	
01/04/27	01/04/2027	Review meeting. Look at past month statistics. Define areas for reach improvement. Record trends and active interactions. Identify warm network leads. Contact individually. What will we do to drive exposure in line with marketing plan for exhibition run up?	SM
02/04/27	02/04/2027	First meeting with performer, to go over the concept, references the practice sessions, arrange 1st practice. review insurance and payment details.	Performer
04/04/2027	04/04/2027	Meeting with mentor: project review and crit.	Mentor
05/04/2027	05/04/2027	Meeting with ADHD VA: Task v.a. to create exhibition pack with closed curation week dates, details of the test run week and what is involved, June exhibition details, install and breakdown guidance, copies of insurance, and details of other important info and dates for the June show. Deadline for artists exhibiting to submit final work (dimensions and images), as well as invite to bring test the installation of their work. Request a write up of this v.a. session. Review project timeline and budget. Plan next session to review.	ADVD V.A.
April 1	April 1	Networking Show/opening trip inc Hotel re access. + networking assistant	
April 2	April 2	Networking Show/opening trip inc Hotel re access. + networking assistant	

April 5	April 12	Closed exhibition space for oragnisation of June Show. meet invigilators, installation team and artists on site. Hand out exhibition pack with closed curation week dates, details of the test run week and what is involved, June exhibition details, install and breakdown guidance, copies of insurance, and details of other important info and dates for the June show. Deadline for artists exhibiting to submit final work (dimensions and images), as well as invite to bring test the installation of their work. Request a write up of this v.a. session. Review project timeline and budget. Plan next session to review.	
16/04/27	16/04/2027	First practice with music and filmed. review concept and provide further references.	Performer
02/04/2027	30/04/2027	April Social Media allocation 2 days @ 16 hours to hit defined goals in line with review: Look at past month statistics. Define areas for reach improvement. Record trends and active interactions. Identify warm network leads. Contact individually.	SM
30/04/27	30/04/2027	Review meeting. Look at past month statistics. Define areas for reach improvement. Record trends and active interactions. Identify warm network leads. Contact individually. What will we do to drive exposure in line with marketing plan for exhibition run up?	SM
30/04/27	30/04/2027	Second practice with music and filmed. Discuss concept and critique work.	Performer
03/05/2027	03/05/2027	Meeting with mentor: project review and crit.	Mentor
04/05/2027	04/05/2027	Meeting with ADHD VA: Review the April test week. handover all documentation, notes and any issues raised. Handoff to v. a. Log social media reviews and plans. Submit receipts and invoices. Request a write up of this v.a. session. Review project timeline and budget. Plan next session to review.	ADVD V.A.
01/05/2027	31/05/2027	May social media allocation = 2 days @ 16 hours. Starting to build through reels and tagging other artists that will be appearing in exhibition. Define goals and targets	SM
May 1	May 1	Networking Show/opening trip inc Hotel re access. + networking assistant	

May 2	May 2	Networking Show/opening trip inc Hotel re access. + networking assistant	
14/05/27	14/05/2027	Third practice with music and filmed. Discuss concept and critique work.	Performer
28/05/27	28/05/2027	fourth practice with music and filmed. Discuss concept and critique work. Measure and order performance costume.	Performer
31/05/27	31/05/2027	Review meeting. Look at past month statistics. Define areas for reach improvement. Record trends and active interactions. Identify warm network leads. Contact individually. What will we do to drive exposure in line with marketing plan for exhibition run up?	SM
01/06/2027	01/06/2027	Meeting with mentor: project review and crit.	Mentor
02/06/2027	02/06/2027	Meeting with ADHD VA: Review the April test week. handover all documentation, notes and any issues raised. Handoff to v. a. Log social media reviews and plans. Submit receipts and invoices. Request a write up of this v.a. session. Review project timeline and budget. Plan next session to review.	ADVD V.A.
June	June	Last Networking Show/opening trip inc Hotel re access. + networking assistant	
01/06/2027	04/06/2027	First week exhibition countdown. - 1 day social media budget allocation for this week. Identify warm network leads. Contact individually. Implement countdown plans - posts, reels, featured artist spotlight, bts posts, exhibition poster, etc.	SM
04/06/27	04/06/2027	Fifth practice with music and filmed. costume fitting and video of practice.	Performer
04/06/27	04/06/2027	Hire Speakers for the exhibition + stands	

05/06/2027	11/06/2027	Second week exhibition countdown. - 1 day social media budget allocation for this week. Identify warm network leads. Contact individually. Implement countdown plans - posts, reels, featured artist spotlight, bts posts, exhibition poster, etc.	SM
11/06/2027	11/06/2027	Meeting with ADHD VA: Review progress of exhibition preparations. Troubleshoot and re-affirm plans. confirm socila media plans and reports. update contact lists and identify new connections and avenues of network development	ADVD V.A.
12/06/2027	18/06/2027	Third week exhibition countdown. - 1 day social media budget allocation for this week. Identify warm network leads. Contact individually. Implement countdown plans - posts, reels, featured artist spotlight, bts posts, exhibition poster, etc.	SM
02/06/2027	02/06/2027	Meeting with ADHD VA: Review the April test week. handover all documentation, notes and any issues raised. Handoff to v. a. Log social media reviews and plans. Submit receipts and invoices. Request a write up of this v.a. session. Review project timeline and budget. Plan next session to review.	ADVD V.A.
19/06/2027	25/06/2027	Final week exhibition countdown. - 1 day social media budget allocation for this week. Identify warm network leads. Contact individually. Implement countdown plans - posts, reels, featured artist spotlight, bts posts, exhibition poster, etc.	SM
01/06/2027	01/06/2027	Meeting with mentor: project review and crit.	Mentor
02/06/2027	02/06/2027	Meeting with ADHD VA: Review the April test week. handover all documentation, notes and any issues raised. Handoff to v. a. Log social media reviews and plans. Submit receipts and invoices. Request a write up of this v.a. session. Review project timeline and budget. Plan next session to review.	ADVD V.A.
21/06/2027	23/06/2027	Get the keys for The Shoe Factory and Commence Show Installation	
21/06/2027	21/06/2027	Meet installation team of volunteers and review curation plan and installation guides (prepared from from April to June). Meet Artists exhibiting and their teams and have the H&S Officer present to everyone working on site. Copies of insurance given out and Exhibition Opening information pack to be given out.	
23/06/2027	23/06/2027	exhibition instal must be finished by 4pm.	

23/06/2027	24/06/2027	opening show installation: meeting refreshment pop ups on site with H&S officer. Take copies of their insurance and give our insurance details. WI-FI info for contactless payment and allocated prep areas. Re-purposing sculpture pallets for temporary seating area for the duration of the opening and exhibition (accessibility). meeting Social Media manager on site, along with Videographer and Photography and run down the opening details, and their individual briefs and for the night and post production details. Videographer to share the unedited copy of performer video via usb drive on the night for immediate showing. etc. Review everyone's insurance details. Finish prep by 4pm.	
24/06/2027	24/06/2027	Show opening 6pm - 10pm free drinks available + vendors food and drink. volunteers to mingle and talk about works and give general info and direction for enquiries.	
24/06/2027	24/06/2027	Opening night - live reels, crowd images and tagging, exhibiting artists, bts buzz posts.	SM
25/06/2027	04/07/2027	Continued general posts from the live exhibition, with reminders of open and close times, and when the exhibition closes. Features of artists work and featured 'small run' pieces made by artists available for purchase at the on site kiosk.	SM
01/06/2027	01/06/2027	Meeting with mentor: project review and crit.	Mentor
21/06/27	05/07/27	pick up and install projector and screen - equipment borrowed from the University.	
22/06/27	22/06/27	meet invigilation team on site to give them a tour and their exhibition packs that will include phone numbers for emergencies, guidance and step by step instructions for enquiries and sales.	
23/06/27	23/06/27	Final practice with music and filmed. costume fitting and video of practice.	PERFORMER
24/06/2027	24/06/2027	live performance show at opening.	PERFORMER
24/06/2027	24/06/2027	Videographer set up to capture After Birth Performance. 1 live recording played on the night. 1 post edited video to play from 25/06/27 to exhibition close	VIDEOGRAPHER
24/06/2027	24/06/2027	Photographer capturing professional shots for post opening show marketing	PHOTOGRAPHER

24/06/2027	24/06/2027	DeadWax Beer & Pizza pop up kiosk	
24/06/2027	04/07/2027	exhibition open and running 11am - 6pm. last day 10am - 2pm	
04/07/27	05/07/2027	break down of show. All hands on deck	
09/07/2027	09/07/2027	Meeting with mentor: exhibition review and crit. next steps	Mentor
09/07/2027	09/07/2027	Meeting with ADHD VA: Exhibition And Mentor Review. handover all documentation, notes and any issues raised. Handoff to v.a. Log social media reviews and plans. Submit receipts and invoices. Request a write up of this v.a. session. Review project timeline and budget. Write up report for DYCP. Plan next step actions from exhibition findings and Mentor Notes. Draw up plans for next 6 months for me.	ADVD V.A.